

**SECRET***Office Memorandum*

Security Information

UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: APR 30 1953

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

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1. GENERAL:

a. Move to [REDACTED]

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(1) The operational plan for the consolidation of Washington area warehouses into [REDACTED] is ready for distribution and will be forwarded this date to cognizant offices.

(2) We have received no specific information of the date of availability of the [REDACTED] Depot. Personal visits indicate that the building is not likely to be ready before 15 May 1953, and unless greater emphasis is given to completion of electrical and plumbing work in the building, the date of acceptance may well extend to the later part of May. If such should be the case, the completion of the removal of [REDACTED] stocks and shop facilities by 30 June may not be possible without an excessive amount of overtime or greater disruption to supply operations to accomplish the move within the limited time period.

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(3) No special problems remain unsolved with respect to security maintenance at [REDACTED]

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b. Supply Training at [REDACTED]

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25X1A

Arrangements for supply training of field personnel at [REDACTED] are proceeding satisfactorily. Seminar schedules and appropriate instructions are being rounded out and will be ready by 1 July to commence the "book" element of supply indoctrination. [REDACTED] (to be assigned Regulation Number [REDACTED] which are presently being circulated among the various divisions for comment, have been verified with actual supply operations at [REDACTED] to assure presentation of uniform training material.

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c. [REDACTED]

Overall activation of this facility is proceeding satisfactorily. The loading and unloading docks have been completed, along with necessary repairs and painting. Final completion of driveway and drain installations are expected by 15 May 1953.

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d. Supply Economy Program:

Work is continuing on the preparation of an active and vital program for supply economy within the Agency. Posters are planned to supplement the Agency Notice along the themes of Supply Economy and Cost Consciousness.

2. PROJECTS AND STUDIES IN PROGRESS:

a. Catalog Index:

(1) In response to demand from the operating divisions, a project is under way to prepare an Operational Stock Catalog Index (Secret classification) showing for each catalogued item in alphabetical order, its noun name, family group and commodity classification. This publication should expedite for the user the location of an item in the various group catalogs in use.

3. OTHER ITEMS OF INTEREST:

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a. [REDACTED]

A personal commendation was received by [REDACTED] and [REDACTED] 25X1A6a Division personnel for the splendid cooperation in furnishing the WE Division weight and cube data on 60 items to be used in determining storage space requirements in the field.

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b. [REDACTED] Depot:

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[REDACTED]

c. Financial Accounting Procedure:

Subject procedures are to be placed in effect 1 May for Bulk Procurement Program. Required briefing and training of stock control personnel is in process. Close coordination is continuing with Machine Records in accomplishing the implementation of this procedure.

d. Supply Regulations and Procedures:

The assignment of Regulation numbers to Agency Supply Regulations in process, including the table of contents therefor, has been reported in Supply Division memorandum of 27 April 1953.

4. SPECIAL PROBLEMS:

None

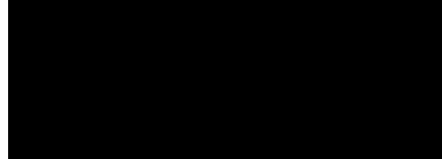
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5. MAJOR OBJECTIVES:

Nothing new to report and no significant change in progress can be reported over that stated in Weekly Activity Report of 16 April 1953.

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LO/SD/DWW:dmg (30 April 1953)

Distribution:

1 - Supply

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